

# **Chefornak Activity Report**

**Paul Chimiugak, RUBA LGS – Bethel office**  
**Marita Hanson, LGS – Bethel office**

## **General Information:**

In April, Paul Chimiugak, RUBA LGS, made an on-site visit to Chefornak to conduct an assessment of the City of Chefornak. The Water and Sewer Haul operation had been transferred to the Chefornak Traditional Council and the Council in turn separated the utilities and gave it its own office. The City of Chefornak and Chefornak Traditional Council signed an agreement to subsidize the water and sewer a set amount every month. The water and sewer manager said that they both had been giving them the subsidy for a while and then it tapered off to a point of hardly any payments being made. The reason for the two entities not meeting their commitment is that the funding source for each entity has been cut or is used for other purposes, such as to cover their accounts payable.

The water/sewer manager has been given a sample RUBA agreement and resolution to present to the Traditional Council. The manager said that he needs administrative and financial management training, so he will welcome any assistance that the RUBA Program may provide.

The only utility service that the City now provides is the electric utility and it seems to be a well run entity. The utility's financial and administrative management is kept separate from the City's. There is no mingling of funds because it has its own office and board, but it does make financial report to the City.

The administrator for the city is on maternity leave and the replacement needs assistance in financial management. They need proper accounting procedures if they are ever to subsidize the water and sewer without jeopardizing the City itself.

## **Observations and Recommendations:**

**Finances** —Due to budget cuts, the office has reduced its employee's hours.

**Accounting Systems** —The city needs assistance in setting up their chart of accounts and establishing proper accounting procedures.

**Tax Problems** —The city has been keeping their payroll reports current.

**Personnel System** — The only office employees are the mayor and the substitute administrator. The regular administrator is on maternity leave and the mayor said that she is available for any assistance that they may require.

**Organizational Management** — There has been no change in this status since last quarter, they still have the standby bookkeeper available.

Leadership/Governance —The mayor works in the office with the administrator.

Operation of Utility — The City runs the electric utility which operates independent of the city, but makes reports to the City. It has its own board, the chairman doubles as a paid "advisor" who comes into to the office to assist the bookkeeper

**Ranking**

1 = Inadequate

4 = Adequate to meet minimum requirements

7 = Exceeds requirements

<b>Category</b>	<b>1</b>	<b>4</b>	<b>7</b>
Finances		<b>X</b>	
Accounting Systems			<b>X</b>
Tax Problems		<b>X</b>	
Personnel System	<b>X</b>		
Organizational Management	<b>X</b>		
Leadership/Governance		<b>X</b>	
Operation of Utility			<b>X</b>